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**SECRET**

**SUBJECT: Downtown Office Space**

**REQUIREMENT FOR PROJECT:**

In September 1963, the Director of Central Intelligence determined that Agency facilities at ten separate locations in the Metropolitan Area should be consolidated into one downtown building. A total of 500,000 square feet of general office space is required.

**ACTIONS ACCOMPLISHED:**

Liaison with the General Services Administration resulted in their identifying proposed buildings in two locations which meet the general criteria of the Agency:

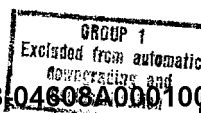
- a. The Southwest Redevelopment Area.
- b. The Charles E. Smith Development near Virginia Route 1.

Lower initial occupancy costs and better highway access distinguish the Southwest Redevelopment Area building as the more desirable.

**ACTION REQUIRED:**

The General Services Administration has requested that the Agency consider funding for the downtown space for the life of the five-year lease. Further GSA action is held in abeyance pending the Agency's reply to the proposal.

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**SUBJECT: Unsatisfactory Air Conditioning, Headquarters Building**

**REQUIREMENT FOR PROJECT:**

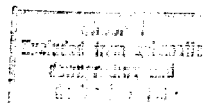
Air heating, cooling and circulating systems in the Headquarters building have never operated satisfactorily with the result that, in both summer and winter, varying and unpredictable areas of the building are either too hot or too cold. Controls accessible to employees are of limited use and sometimes, when regulated, result in discomfort to other employees.

**ACTION ACCOMPLISHED:**

Representatives of the Real Estate & Construction Division, working with GEA engineers, identified four (4) general problem areas. Definitive studies of corrective actions required were completed on two (2) of these general areas. At last report, the datum developed from the definitive studies was still in an uncollected state in the GEA, and work was halted towards readying it for use in requesting bids for engineering and construction required for correction.

**FURTHER ACTION REQUIRED:**

Definitive studies should be made of the other two general problem areas. The GEA should pursue the preparation of data on which to base an engineering and construction contract. Engineering and construction contracts should be awarded by the GEA for the required corrective actions on all four (4) general problem areas.



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SUBJECT: Committee Established to Investigate Agency Printing Program

REQUIREMENT FOR PROJECT: As a result of a request by the Director of Logistics for 30 additional personnel to handle increased printing requirements for the Office of Current Intelligence and Soviet Russia Division, the CIA Executive Director appointed a committee to investigate Agency printing programs and requirements. The committee consists of representatives from each of the Deputy Directorates and the Office of the Comptroller. The Chief, Printing Services Division has been invited to meet with the committee.

ACTION ACCOMPLISHED: The Committee has met and decided to have the Chief, PSD, attend the next meeting to brief them on various printing programs which involve large numbers of printing personnel.

FURTHER ACTION REQUIRED: There remains the study of the various printing programs and requirements. The Chief, PSD, will meet with the committee and furnish whatever information is required.

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